

PRE-HARVEST CONFERENCE GUIDELINES

Purpose: To benefit all forest resources by emphasizing the importance of minimizing impacts to them during the harvest; to improve communication between foresters and logging crews; to assure that the logging crews have working knowledge of the timber sale contracts before work begins; and to identify possible problems that may develop during the harvest, including ones that may lead to forfeiture of the performance deposit.

Who must attend: The marking forester, the logging supervisor, the logging crew.
It is optional for the timber buyer to attend the conference, but he/she should know what will be discussed and what is expected under the terms of the contract, since he/she is ultimately responsible for the end results of the harvesting operation.

Where is it held: Although some of the preliminary information may be exchanged in the forest office, an on-site inspection of the harvest area should be made by all parties during the conference.

When is it held: The conference is held prior to the commencement of logging operations.

How long it takes: Most pre-harvest conferences can be completed within two hours, depending on the characteristics of the harvest area and previous working experience between the forester and the logging crew.

What information is exchanged and what is discussed: The following steps are recommended to complete a pre-harvest conference.

1. Obtain logging crew information – Ask for the names and assigned jobs of the logging supervisor and the members of the logging crew. Find out who is responsible on the job when the supervisor is absent. Insist on being notified if any crew member changes are made. Get the supervisor's phone number, and ask for a tentative harvest schedule including days of the week, expected completion date, pullouts, and restarts. Get the timber buyer's phone number, if it is not already known.
2. Give forester information – Provide to the buyer and to the logging supervisor the marking forester's name, working schedule, office phone number, and approximate schedule of when the forester will be available for consultation on the job. Provide the same information for the person responsible for the sale administration when the marking forester is not available. If the logging supervisor will be absent from the harvest area, provide a designated logging responsible person with the information too.
3. Review the terms of the contract including any special logging areas and conditions. Point out that the buyer is held accountable for the actions of the crew. Explain that the logging crew is expected to know the terms and work in a manner consistent with the terms of the contract. Provide a copy of the contract to the logging supervisor.
4. Discuss the deposit, and the conditions that may cause its forfeiture.
5. Discuss ways to prevent unnecessary injury to the residual stand. Such items as directional felling, use of wedges, and selection of acceptable bumper trees may be covered.

6. Provide the logging crew with several copies of the Timber Sale Area Map (SF-201) showing yarding areas, major skid trails, roads, special areas, boundaries, etc. If the logging crew cannot interpret topographic maps, provide a simplified drawing of the harvest area.
7. Tell and show how the sale area boundaries are marked. Explain that crossing property boundaries or felling trees across the property line is trespassing.
8. Tell and show how yarding areas are designated. Discuss where the edges of yards are located and/or how they are marked. Point out that the contract requires that any relocation shall be designated by the seller (the forester in charge of the harvest area).
9. Tell and show how roads are designated. Discuss maintenance of the roads including any limits imposed on excavation. Demand advance notice of any intent to use a dozer in the harvest area, and point out that any relocation must be approved by the seller.
10. Tell and show how skid trails are designated. Discuss construction of skid trails and any limits imposed on excavation. Explain that the placement of additional skid trails or changes in existing ones need prior approval from the forester in charge of the harvest area.
11. Explain restrictions about working during wet weather and soil conditions. Discuss excessive rutting, and give acceptable guidelines.
12. Discuss closing procedures for skid trails, yards, and roads. Discuss the need to close out portions of the harvest area in a timely manner once operation has moved beyond those portions. Discuss the need to perform temporary closing measures when long operational delays can be reasonably expected.
13. Discuss trash and lubricant disposal. Make it understood that oil, transmission, and other mechanical fluids cannot be drained, dumped, or buried on state property.
14. Show the location of roads, yards, and skid trail heads.
15. Discuss possible problem areas. Point out wet areas and look at yard size.
16. Show areas of special concern such as hiking trails, riparian areas, steep slopes, wet areas, and young groups of trees.
17. Show and discuss "special logging areas" and "special logging conditions" designated by the contract.
18. Discuss whether any gates/cables should be closed each night and what system will be used (double locks, etc.).
19. Discuss firewood cutting and whether the tops of the trees remain property of the State (if specified by the contract). Explain that the buyer is liable for the actions of or injury to any person he allows to enter the harvest area for the purpose of selling or giving firewood.

20. Provide a copy of the Field Guide for Water Quality if the logging crew does not have one. A photocopy is acceptable. Explain that the logging job is to meet the guidelines in the Field Guide (stated in the contract) unless otherwise specified by property personnel. Point out that failure to comply with the guidelines or the contract could result in forfeiture of some or all of the performance deposit. More importantly, the quality of the job done will serve as a demonstration to the public that visits the property that logging can be done in a responsible manner with minimal impact to the forest resources.
21. Assure that the BMP training requirements of the logging crew have been met. Obtain signatures of logging supervisor and other responsible crew member(s) on the Timber Sale Pre-Harvest Conference Form.

TIMBER SALE PRE-HARVEST CONFERENCE FORM

State Forest _____ Date: _____

Sale Number: _____ Compartment _____ Tract _____

Logging Supervisor _____

Training _____

I understand the timber sale contract terms, including any special logging conditions, and will supervise the logging crew to assure the terms are met.

Signature _____

Phone Number _____

Please list completed training, in particular Game of Logging Level 1 Cutter Training or Introduction to BMPs.

	Logging Crew Members	Training
Cutter(s)	_____ _____ _____	_____ _____ _____
Skidder Oper.	_____ _____ _____	_____ _____ _____
Yard	_____ _____	_____ _____
Drivers	_____ _____ _____	_____ _____ _____

Crew member in charge when the logging supervisor is absent: _____

I understand the timber sale contract terms, including any special logging conditions, and will supervise the logging crew to assure the terms are met.

Signature _____

Phone Number _____

Administering Forester _____

Phone number _____

Signature _____

Send copy of completed form to C.O. Property Specialist, and keep copy in property timber sale file.